



SACRISTON PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday 8th May 2024 at 6.30 pm In The Fulforth Centre

Present: Cllr H. Dixon (Chair), Cllr G Ludlow (Vice Chair), Cllr D Robson, Cllr E Waldock, Cllr A Page, Cllr F Morrell, Cllr K Wilson, Cllr A-M Johnson, Cllr R Sharp, Cllr L Burn and Mrs C Dixon (Clerk)

Apologies: Cllr D Forth, Cllr S Wilson, Cllr L Claughan

Item No:

1.	Appointment of a Chairperson	Cllr H Dixon was nominated and seconded as Chair. No other nominations were made. The Declaration of Acceptance of Office was signed in the presence of the Proper Officer. RESOLVED Cllr Dixon is to retain his position as Chairperson.
2.	Appointment of a Vice Chairperson	Cllr G Ludlow was nominated and seconded as Vice Chairperson. No other nominations were made. RESOLVED Cllr Ludlow is to retain his position as Vice Chairperson.
3.	Introductions and Apologies for Absence	The Chair opened the meeting and welcomed everyone. Apologies received and accepted from Cllr D Forth, Cllr S Wilson and Cllr L Claughan.
4.	Disclosure of Interest from Members	Nothing to report.
5.	Questions from the public	(Questions & Comments from the public in attendance – max 5 mins per item/individual) There was one member of the public in attendance however, there were no comments or questions raised.
6.	Previous meeting minutes	Previous minutes from 3rd May 2023 (AGM) and minutes from the previous Parish Council meeting on 3rd April 2024 were accepted and signed as a true record.
7.	Appointment to Groups	Members discussed the various groups and appointments as follows: - <u>RESOLVED</u> Sacriston Community Development Group Cllr F Morrell Cllr G Ludlow Cllr D Robson

		Cllr K Wilson Cllr S Wilson Cllr L Burn Witton Gilbert Education Foundation Cllr F Morrell Sacriston Community Sports Trust Cllr H Dixon Cllr D Robson Cllr G Ludlow Cllr F Morrell Cllr K Wilson Cllr L Burn Parish Council Allotment Association Cllr H Dixon Cllr G Ludlow Cllr R Sharp (Daisy Hill) Cllr D Robson Cllr E Waldock Cllr J Barrett (Cross Lane) New Hill Allotment Association Cllr F Morrell HR and Finance Group Cllr H Dixon Cllr G Ludlow Cllr E Waldock Cllr D Robson Cllr R Sharp Cllr A Page Sacriston Village News & Editions Committee Cllr E Waldock Cllr H Dixon Cllr A Page Cllr R Sharp General Data Protection Officer Clerk to the Council and Chairman
8.	Policies and Procedures	The Risk Assessment Register was reviewed, agreed upon, and signed by the chairman and the clerk.

		The Asset Register was reviewed. It was noted that the Village Clock and the Pit Wheel have been added to the asset register. The clerk confirmed with the insurance provider that both items are covered by the policy. The Village Clock is considered street furniture, while the Pit Wheel falls under the category of war memorial. The purchase cost of the Pit Wheel was determined to be £1 as it was a gift, and the purchase cost of the Village Clock is approximately £40,000.
9.	Police Matters	The clerk had a phone conversation with local PCSO, Sam. Sam was querying what was happening with the bus shelter at Plawsworth Road as she had received a telephone call from a member of the public regarding putting metal on the shelter to help prevent future damage. Advised that was something we had been discussing. Sam proposed that the shelters are inspected on a regular basis and suggested every 2-3 days so the damage could be reported. She also advised that we log every incident so that we can claim on insurance. <u>RESOLVED</u> The above was discussed however, it is not practical for the shelters to be inspected every 2-3 days.
10.	Clerks Report	<u>Planning Application</u> Application No: DM/24/00843/FPA Proposal: Front bay window extension and lean to roof and proposed new driveway (part-retrospective) Address: 37 Springside Sacriston Durham DH7 6QJ Application No: DM/24/01050/FPA Proposal: Installation of air source heat pump to rear Address: 93 Holly Crescent Sacriston Durham DH7 6PT <u>RESOLVED</u> No comments or objections to either planning application. <u>John Barrett</u> John has resigned from both the Parish Council and the Allotment Association. <u>RESOLVED</u> The clerk will advertise the vacancies on Facebook. <u>Training</u> The clerk attended the Mazars briefing. A question was raised during the briefing regarding the Parish's asset register and the fact that the council had now included the pit wheel and village clock on the register. Due to this, the clerk was informed that the figures on the AGAR would require restating.

		<u>RESOLVED</u> The clerk has restated the figures for 2022-2023. <u>Insurance Renewal</u> The renewal has been sent from Clear Councils and forwarded to all members for review. The cost of the renewal is £1,982.05. <u>RESOLVED</u> All members agreed to the renewal of the insurance.
11.	Growing Sacriston Together in Bloom	Nothing to report regarding the Crossroads as still waiting for DCC. Maintenance agreement received from DCC. Proposal of costs were discussed. <u>RESOLVED</u> Agreed that Cllr Ludlow would contact DCC to arrange a meeting and hopefully agree to a yearly contract instead of a 5 yearly.
12.	Parish Assets	Bus Shelters – After reviewing the information provided by DCC, it was noted that 2 bus shelters are not owned by the parish. The Clerk has contacted DCC to inform them that these shelters are owned by Adshel. There are only two shelters that need repair or replacement by the parish. It was agreed that Cllr Dixon would be contacting the local blacksmith to inquire about any repairs he would be able to carry out on the shelters. Village Clock –Nothing to report. Parish Building – Nothing to report. War Memorial – Work to be carried out in warmer weather. Cllr Sharp raised the question as to whether the memorial was listed, and work could be carried out. She is to investigate this further. Pit Wheel – Nothing to report.
13.	County Councillor's Reports	Reports received from Cllr S Wilson; • Some good news - Education Plus are being moved off Fyndoune site in July. I am working with Cricket Clubs and the appropriate depts in the Council to improve the Sports Hall as the roof needs fixing. However, there are still feasibility studies around using the site for education as mentioned in the past. Spoke to James Young about the pitches and these are due to be ready for July to August, I have asked for this in writing as was a face to face. • Broadband works - I have started collating areas for our highways team to go back and visit following the works.

		• Crossroads - Daniel has said he is creating the terms for the lease, have requested a timescale. • Hedgehog signs - have had these requested by a resident near Daisy Hill so these are with an officer to be checked. • Dog Bin at Holly Crescent - have requested one. • Road Chippings - Requested some for South View. • Height Edge Row - investigations still going on from planning officers, though the gate has been open for people to cut through to the woods. • Sacriston History Event - It is likely for 9 July and will be added to the week of events by the DMA. Cllr E Waldock; • Following Simon's report regarding Fyndoune, I will be speaking to residents regarding Education Plus. Hopefully, this will help residents feel supported. • I've started sending emails around for articles for a newsletter (Take Two!), with the idea of having a newsletter out before the Summer Holidays. I will see what response is back, and how many pages. I am looking at doing a small print run, and the rest online (and a good way for residents to be aware of our new website) • Currently getting costs for the requested footpath from the cut from Hallow Dene, down to Coniston Drive. Possibly to be funded through my neighbourhood budget. • Working with the Neighbourhood Warden, regarding the triangular parcel of land that Fulforth Centre/Derwent Close back onto. This is part of the development at the pit baths. Possible developers have been out for a second visit, which is a good sign. • Last year, Parish received a visit from a gentleman who discussed the Heritage Walk. Some have already been completed across the county, and I have received costings for such. There has been a change to the route that had previously been presented. The costings are below, which total £7,100., which is over budget (and down as revenue, rather than Capital) to what I had set aside. Is this something that the Parish would support? • A couple of issues being chased: Bin at bus stop at Lingey Close, Drains blocked down Plawsworth Road, and lines on the road in Daleside.
14.	Group Representative Reports	Fulforth Centre Committee Meeting • The account has now been moved into the Community Association Account. • New staff member started on 1st April working with Margaret.

		• Litter picking event has been carried out. • Activities working well. • Looking for volunteers to help with the gardening club. Volunteers from Houghall College have attended today to look at helping. Development Group • Nothing to report. HR & Finance Group • Nothing to report as no meeting. Allotment Association Meeting • Nothing to report as no meeting. New Hill Allotments • Nothing to report.																																
15.	Budget & Grant Applications	<u>Bank Account</u> As of the 8th May 2024, the bank balance was £125,645.29. <u>Financial Budget</u> There was an error regarding the financial projection that was presented at the previous meeting. The actual figure was £60,746.00, not £50,062.84 as part of the financial projection had been missed off the sheet. <u>Invoices paid in April</u> <table><tr><td>The Cumbria Clock</td><td>£234.00</td></tr><tr><td>Durham Miners Gala</td><td>£200.00</td></tr><tr><td>Employee pay</td><td>£725.43</td></tr><tr><td>HMRC</td><td>£181.20</td></tr><tr><td>HP Ink</td><td>£11.99</td></tr><tr><td>CDALC</td><td>£754.53</td></tr><tr><td>Waste Removal</td><td>£250.00</td></tr><tr><td>Travis Perkin</td><td>£200.00</td></tr><tr><td>MKM Building</td><td>£149.94</td></tr><tr><td>Travis Perkin</td><td>£40.80</td></tr><tr><td>Starboard Systems</td><td>£151.20</td></tr><tr><td>Harry Robson</td><td>£100.00</td></tr><tr><td>Harry Robson</td><td>£1,740.00</td></tr><tr><td>LITE</td><td>£4,874.88</td></tr><tr><td>O'Brien's</td><td>£837.50</td></tr><tr><td>CDALC</td><td>£10.00</td></tr></table> <u>Credits</u>	The Cumbria Clock	£234.00	Durham Miners Gala	£200.00	Employee pay	£725.43	HMRC	£181.20	HP Ink	£11.99	CDALC	£754.53	Waste Removal	£250.00	Travis Perkin	£200.00	MKM Building	£149.94	Travis Perkin	£40.80	Starboard Systems	£151.20	Harry Robson	£100.00	Harry Robson	£1,740.00	LITE	£4,874.88	O'Brien's	£837.50	CDALC	£10.00
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		<u>Overtime</u> The clerk has worked an extra 12 hours this month due to carrying out the end-of-year accounts and setting up the allotment database package.				
		<u>Internal Auditor</u> The clerk has contacted the internal auditor who has agreed to carry out the audit of the accounts. The cost of this will be £125. The clerk sent a copy of the AGAR and brought the end of year accounts file to the meeting for review. The clerk asked if there were any questions or comments relating to the end-of-year accounts before submission to the internal auditor.				
<u>RESOLVED</u> All agreed to pay the clerk overtime. Everyone agreed on appointing the internal auditor and the associated cost. No comments or questions were raised regarding the end of year accounts.						
16.	Date and time of next meeting	Next meeting is to be held Wednesday 5th June 2024 at 6.30 pm. Meeting closed at 7.23 pm				

Agreed and signed by Chair of Sacriston Parish Council Date